



DEPARTMENT OF THE ARMY
208TH FINANCE BATTALION
UNIT 30041
APO AE 09166



AEUFC-FBS-AG

1 October 2000

MEMORANDUM FOR See Distribution

SUBJECT: Policy Letter 4 – Sexual Harassment

1. PURPOSE: To define the policy concerning Sexual Harassment and to publicize my commitment to its enforcement by the chain of command.

2. APPLICABILITY: This policy applies to all 208TH Finance Battalion (FB) personnel.

3. BACKGROUND:

a. Sexual Harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any individual in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of another person is engaging in sexual harassment.

b. Any individual who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

4. POLICY:

a. We will not tolerate sexual harassment in the 208TH FB. We must have a work environment that is free from the threat of unfair treatment or the exploitation of any individual. Every person has the right to do his or her job without concern about being sexually harassed in any way.

b. It is every individual's responsibility to report instances of sexual harassment to their chain of command and we will follow that with a report to the Equal Opportunity Representative. You all should feel confident that if an incident is reported, it will be investigated promptly. The chain of command will function without delay to ensure that everyone is treated fairly – those making the accusation, and the accused.

c. Fair treatment and the right to complain about the unfair treatment are fundamental to maintaining an environment conducive to good order and discipline. I expect all leaders to be able to determine if they can handle the incident at their level, or report the incident to the Battalion Equal Opportunity Representative for further action.

SERVICE, PAY, SUPPORT!

STEPHEN J. RIVIERE
LTC, FC
Commanding

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